

NAF PERSONNEL OFFICE- VAB Sub-Region
MWR & VQ Oceana, Dam Neck and Northwest

VACANCY ANNOUNCEMENT

06/24/03

Does not confer Civil Service Status

POSITION: **Administrative Assistant**

ANNOUNCEMENT #VB-58-03

Grade: NF-0326-02

Salary: \$7.00-\$9.00

LOCATION: Commercial Activities Division-Stables

CLOSING DATE: **Open Until Filled**

NAS Oceana, Virginia Beach VA 23460

AREA OF CONSIDERATION: OPEN

(1 Position) Flexible, Unscheduled

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

DUTIES: Ensures production of letters, notices, memoranda and policy statements in an accurate and timely manner. Maintains forms used to support department/division needs, such as standardized forms and documentation requests, and makes recommendations on improvements, additions or deletions. Prepares draft letters, policy statement, and memoranda using the approved Navy Correspondence procedures and forward for processing. Prepares copies of finished documents and distributes as required. Oversees administrative processes by prioritizing and facilitating the flow of work into and from the other offices which may include, but is not limited to verification of IMPAC credit card statements; product research and preparation of APF and NAF purchase requests, scheduling of training, etc. Reacts to emergent needs and makes adjustments to assignments to meet operation needs. Maintains document filing systems, ensures filing is timely and accurate, and initiates changes in processes to enhance data and document storage and retrieval. Responsible for collecting all time documents, or reviewing timekeeping data, ensuring proper supporting documents are provided and the appropriate signatures have been obtained prior to forwarding. May respond to basic payroll inquiries. Performs any other related duties as assigned, including all administrative tasks specific to the activity or function assigned.

QUALIFICATIONS: Must have thorough knowledge of office procedures to include document creation and maintenance. Must have knowledge of basic data entry, personal computers, word processing and spreadsheets, Microsoft Office professional is strongly preferred. Must be a qualified typist, be able to key data accurately with few mistakes, and add, subtract, multiply and divide accurately using a 10-Key calculator. Must have excellent written and verbal communication skills. Must have demonstrated knowledge of English grammar, spelling and punctuation. Familiarity with MWR practices, procedures and terminology, previous government experience is preferred. Must be able to meet the requirements of Navy correspondence using the prescribed guidance. Must be familiar with document filing and retrieval systems, and have the ability to accurately maintain filing systems. Must be skilled in customer service techniques, tact and good judgment. Must be able to work in a "team" environment, and utilize positive interactive skills to recognize staff strengths and weakness, utilizing their strengths and developing their weak areas.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license, as travel to other sites is required in the performance of normal duties. May be subject to variances in schedules to assist with special events or emergent tasks, to include evening or weekend work.

~**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Avenue, Bldg. 531 NAS Oceana, Virginia Beach VA 23460.

~**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over".

~**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

~**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.

~**VETERAN:** Attach copy of DD-214 to application.

~**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD-214 or copy of DD-1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.

~**ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.**

~**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non- merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)